

**BOARD OF CIVIL AUTHORITY ORGANIZATIONAL MEETING MINUTES
JUNE 15, 2020**

Members present: Ruth Douglas, Ken Barrett, Kathy Pellett, Heather Chase, Patricia Benelli, Arne Jonynas, Lee Gustafson, Deborah Aldrich, Amie O'Brien

Public present: Peter Hudkins

Chairperson Heather Chase called the meeting to order at 6 p.m.

Chairperson Chase explained that we need to adopt the Property Tax Assessment Appeal Hearings Rules of Procedure and asked if anyone had any questions or concerns. Patricia Benelli asked if the Listers or the Assessors from NEMRC would be giving testimony for the appeals before the Board of Civil Authority. Deborah Aldrich explained that NEMRC would be doing the testimony for the appeals. NEMRC Assessors will be added to the Rules of Procedure. Heather Chase asked how 10c would be handle. 10c in the Rules of Procedure states: Ask the appellant, his/her representative(s), members of the Board of Listers and members of the Board of Civil Authority to sign the BCA Member Oath, Lister Oath and Appellant Oath. Deborah Aldrich explained that the Oaths will be given via zoom. Lee Gustafson asked to have the word tape (tape-recorded) taken out of #8. Lee Gustafson made a motion to accept the Rules of Procedure with corrections. Seconded by Patricia Benelli. Voted unanimously in the affirmative.

Peter Hudkins advised that he had a packet for his appeal hearing and asked if he needed to make copies. Deborah Aldrich advised that he could bring his packet to the office and the copies would be made for the Board members.

Chairperson Chase advised that there is a training opportunity, The Role of the Board of Civil Authority in the Tax Assessment Appeal Process, on June 24, 2:00 – 3:00 p.m. and a Mock BCA Hearing date to be announced. If any Board members would like to register, they can either register on the VLCT Website or Deborah Aldrich can register anyone that would like to do the training.

Chairperson Chase advised that we set a date for two appeal hearings, Peter and Donna Hudkins and Marc Stella. Deborah Aldrich advised that the appeal hearings would be July 16 2020 at 6:00 p.m.

Ken Barrett made a motion to adjourn. Seconded by Ruth Douglas. Meeting adjourned at 6:12 p.m.

A true record.

Deborah J. Aldrich
Town Clerk